

APPLICATION PROCESS CHECKLIST

Account: _____ **Expiration Month:** _____ **Date:** ____/____/____

1. ____ Completed IRP application
2. ____ Proof of DC Residency or Established Place of Business
 - *New account only - must meet 3 of 9 requirements
 - The Registrant's Current DC Drivers License, DC CDL, Certificated of Occupancy (COO) or DC ID card
 - The Registrant's DC title
 - Any DC utility bill in the Registrant's name
 - DC Corporation documents
 - Foreign Corporation documents in DC
 - Federal Income Tax documentation
 - Paid Personal DC Income Tax document
 - Paid DC Real Estate or Personal Property taxes
 - Current Rental / Lease Property Agreement in the Registrant's name
3. ____ Original DC Title or Receipt for DC Title
4. ____ Proof of Paid Heavy Vehicle Use Tax (current 2290 Schedule 1)
 - If registration is within 60 days of vehicle use on public highways, proof of payment of Form 2290 is not required, however:
 - A copy of the Bill of Sale is required to support the first day of use.*
5. ____ DC inspection report
6. ____ DC inspection Fee compliance
7. ____ Proof of current Insurance (name, policy and effective dates)
8. ____ Power of Attorney from vehicle owner to IRP registrant
9. ____ Signed Lease agreement if IRP registrant is leased to a carrier (with USDOT and TIN of that company)

COMMENTS:

DC-IRP Representative

*File Form 2290 (HVUT) by the last day of the month following the month in which you first used the vehicle on a public highway. See [When to File Form 2290](https://www.irs.gov/forms-pubs/about-form-2290) for more details on <https://www.irs.gov/forms-pubs/about-form-2290>.